

CITY OF RIVERSIDE PLANNING DEPARTMENT

Administrative Sign Review Application



Case Number: _____ Date Received: _____

Project Name: _____

Project Address: _____

Assessor's Parcel #: _____ - _____ - _____ Number of Signs: _____ Sign Area (Total \square): _____

Sign Criteria: ☐ Yes ☐ No Signature of Center Owner: _____

Property Owner: _____ Phone Number: (____) _____ - _____

Sign Co./Rep: _____ Phone Number: (____) _____ - _____

Address: _____

Department Use Only

_ CHB _ DRB

____ Taken by (initials)

Fee Amount: _____ Book/Page: _____ Date Due _____

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I. FEES:

<input type="checkbox"/>	Less than 25 square feet or in compliance with an approved sign criteria	\$ 55.00
	25 - 150 square feet	\$ 209.00
	Exceeding 150 square feet	\$ 407.00
	Sign Criteria	\$ 319.00
	City Landmark or Contributor to Historic District	\$ 0.00
	Time Extension	\$ 132.00
	Appeal	\$ 220.00

II. DRAWINGS: Submit three sets of fully dimensioned, scaled drawings (one set should be in color) of the following:

- ☐ 1. **Sign Design Details:** specifications for all dimensions, colors and materials of each sign (1" equals 1' scale).
- ☐ 2. **Building Elevations:** For building signs, an elevation of each building side showing existing and proposed signs. Include building or individual lease space width.
- ☐ 3. **Plot Plan:** A plot plan showing all buildings and site improvements. Indicate all existing and proposed freestanding and building signs.
- ☐ 4. **Structural/Electrical Details:** Details showing compliance with Uniform Building Code standards (footings, fasteners, structural reinforcement, etc.) and Uniform Electrical Code requirements, if necessary.

III. PHOTOGRAPHS: Please provide the following photos:

- ☐ 1. **Building Facade:** Showing each side of the building where signs are proposed.
- ☐ 2. **Site:** Showing the location on the site where any freestanding signs are proposed.
- ☐ 3. **Adjacent Businesses:** Showing the "big picture" of your business in relation to adjacent businesses.
- ☐ 4. **Photo Labeling:** Please label all photos appropriately.

IV. GENERAL INFORMATION: The following information should be incorporated on the above drawings, as appropriate.

- ☐ 1. **Scale:** Note the scale on each drawing.
- ☐ 2. **Sign Designators:** For more than one sign provide a designator (SIGN "1", SIGN "2", etc.)
- ☐ 3. **Color Specifications:** For plexiglass signs, specify the manufacturer's color numbers. For painted, fabric or other types of signs, attach samples of the proposed colors.
- ☐ 4. **Lighting Levels:** For lighted signs, specify the means and intensity of illumination. Show the design of exposed fixtures.

- ☐ 5. ***Name, Address, Phone Number, Assessor's Parcel Number:*** Include the name, address, phone number and assessor's parcel number of the business location where the sign(s) are intended to be installed.
- ☐ 6. ***Names, Addresses, Phone Numbers:*** Include the names, addresses and phone numbers of the sign company and contact person.
- ☐ 7. ***Licenses and Insurance:*** If the signs are to be installed by a contractor, make sure the contractor's license number, workers compensation insurance information and business tax certificate are either on file with the City or can be provided at the time permits are to be issued.
- ☐ 8. ***Double Check Your Plans:*** Before you submit for a sign permit, double check to make sure your application is complete. Our objective is to give you fast service, but we cannot issue a permit when needed information is lacking. Your review commences when all material is deemed complete.